Bartlett, Henrietta C. 1909

June 1, 1899.

Miss Henrietta C. Bartlett,
268 West 72nd Street,
New York City.

Dear Madam:-

Dr. John S. Billings has given me your name as an experienced cataloguer of books. Will you kindly call at the Society Building tomorrow morning or Thursday morning after ten o'clock ? I should like to show you our collection of books and pamphlets, and discuss the question of cataloguing them, and thus form an estimate of the time and cost of the work. If you could give an approximate idea of the amount of work required to put the library in first-class order, we could then refer the decision as to whether it is advisable to catalogue the library now to the proper authorities.

Very truly yours,

Assistant Curator.

THE AMERICAN NUMISMATIC AND ARCHÆOLOGICAL SOCIETY

1271 BROADWAY
NEW YORK

ORGANIZED 1858.
INCORPORATED 1885.

ARCHER M. HUNTINGTON, PRESIDENT.
DANIEL PARISH, JR., RICHARD HOE LAWRENCE, VICE-PRESIDENTS.
BAUMAN LOWE BELDEN, REC. SECRETARY.
HENRY RUSSELL DROWNE, COR. SECRETARY.
CHARLES PRYER, TREASURER.
S. WHITNEY DUNSCOMB, JR., LIBRARIAN.
WILLIAM POILLON, CURATOR.

The science of Numismatics treats of coins and medals of the present as well as of the past, and it is important that the facts relating to all medals be recorded at the time the medals are issued; if neglected they are likely to be forgotten, aud thus much valuable numismatic history may be lost. The medals last for all time, every medal has a history, and this, too, should be preserved.

The American Numismatic and Archæological Society is keeping such a record of American Medals and earnestly desires to obtain information regarding any medal that may be issued in the United States, no matter how insignificant the medal or how meager the information.

The points to be covered in a full account of a medal are:

1. Description—explaining every part of the design, and giving the inscriptions in full and exact size.

2. State if the medal is pierced for suspension or provided with any attachment for that purpose, and, if so, if any are issued unpierced or without the attachment, and the number so issued.

3. In what metals issued and number struck (or cast) in each.

4. By whom issued, when, and for what purpose.

5. Name of designer and of die cutter.

6. What disposition has been made of the dies.

7. Any facts of interest, historical or otherwise.

The Society is an incorporated body, its collections are permanent, every American coin and medal should be represented in its cabinet and, so, accessible to students of American numismatics and American history now and for all time.

With this end in view it would request the co-operation of all who take any interest in the preservation of historical records.

WILLIAM R. WEEKS,
44 BROADWAY, New York City.
CLARENCE STORM,
120 BROADWAY, New York City.
JOSEPH E. WAITT,
4 MOUNT WARREN, Roxbury, Mass.
Committee on American Medals.

THE BLACK HALL SCHOOL
BLACK HALL, CONN.
CHARLES G. BARTLETT, PRINCIPAL

July 31st, 1909

Mr. Bauman L. Belden,
American Numismatic Society,
New York City.

Dear Sir;

After carefully thinking over the subject of cataloguing the books of the American Numismatic Society, I can give you the following approximate estimate. To catalogue 3000 vols., making Author, Title, and Subject cards for each book and giving author, title, place, date, size, illustrations, and binding on each card, would probably take about 26 or 27 weeks, working seven hours every day in the week except Saturday and four hours on Saturday. This makes 39 hours a week, the exact time of arrival and departure to be settled later at your convenience.

For this work I shoud ask $ 25.00 per week and should endeavor to finish the work in shorter time if possible. I shall be ready to begin work on Monday, October 4th, if you should decide to have me do the work. I am sending under separate cover a sample card to give some idea of the entries on each card, and also a copy of the last Book-plate Catalogue which I made for Dodd, Mead & Co.

Trusting that this estimate will seem to you reasonable, I remain,

Very truly yours,
(Mrs) Henrietta C. Bartlett

August 9, 1909.

Miss Henrietta C. Bartlett,
Black Hall, Conn.

Dear Miss Bartlett:-

Your letter of July 31st was duly received, also the catalogue of book plates, which is most interesting, and for which I am much obliged.

As to our cataloguing,-- we are going to try the experiment of putting a green hand to work on it, under the direction of Miss Baldwin, should this work all right and not take too much of Miss Baldwin's time, we will continue it, otherwise we will be ready to talk to you about it on your return to the city in October, provided, of course, that you have not made other arrangements in the mean time.

In any event, I hope you will repeat the visit you made to our building, and look over more of our collections, should you feel an interest in doing so.

Very truly yours

Director.

My dear Mr. Belden —

As I have now returned to New York for the winter and have as yet no permanent position, I am writing to ask whether the cataloguing is progressing satisfactorily under your present staff.

You wrote me in August that you would try to do it without engaging an

outside cataloguer but could not tell whether it would prove a practical solution. My work is at present very pleasant but will not last all winter.

Very truly yours
Henrietta C. Bartlett

265 West 72nd St.
October 28th.

November 1, 1909.

Miss Henrietta C. Bartlett,
285 West 72d Street,
New York.

Dear Miss Bartlett:

I have received your letter of October 28th. We are getting along very nicely with the cataloguing which is now over half done, and I think it will make a most satisfactory job.

I hope your visit here, last spring, has arroused a sufficient interest in numismatics to induce you to spend some more time looking over our collections.

Very sincerely yours

Director.